

MED SOP

CHAPTER 1

GENERAL INFORMATION

	<u>PARAGRAPH</u>
GENERAL.....	1001
MISSION OF THE MEDICAL DEPARTMENT.....	1002
ORGANIZATION.....	1003
MEDICAL SUPPORT AND THE COMMAND.....	1004
MEDICAL ADVICE, ASSISTANCE, AND CONFERENCES.....	1005
OPERATION DETERMINED VIGILANCE.....	1006

MED SOP

CHAPTER 1

GENERAL INFORMATION

1001. GENERAL

1. The MED SOP is intended to provide technical direction for all medical service and medical support personnel within 3d FSSG, as prescribed by the references.
2. The Group Surgeon (GruSurg) is responsible for promulgation of the MED SOP and its revisions.

1002. MISSION OF THE MEDICAL DEPARTMENT

1. Medical support of the Fleet Marine Force (FMF) must satisfy three responsibilities:

- a. To conserve the combat power of the command by a continuous and dynamic preventive medicine program and by early return to duty of patients no longer requiring medical care. Because of diversity in climate, terrain, disease vectors, and other factors in areas of potential deployments, individual and unit preventive medicine measures are functions of the medical department.

- b. To provide quality "day-to-day" care for the sick and injured. This responsibility encompasses essential diagnosis, treatment and evacuation by available means to the medical facilities appropriately situated and equipped for definitive patient care.

- c. Medical planning in support of operations. This responsibility encompasses the determination and formulation of plans to supply the anticipated medical needs (i.e., equipment, personnel, training and supporting services) within the FMF.

1003. ORGANIZATION

1. As a member of the CG's special staff, the GruSurg is responsible to the CG, via the Chief of Staff (C/S). The

GruSurg's responsibilities include, but are not limited to the following:

MED SOP

- a. Exercise staff responsibility over all professional and technical medical matters.
- b. Coordinate the medical activities of 3d FSSG through the preparation of medical estimates, plans and orders based on instructions and requirements from higher authority.
- c. Officer in Charge of the Kinser Group Aid Station.
- d. Supervise medical services to include preventive medicine; sanitation; and provisions for the care, treatment and evacuation of the sick and injured, including combat and mass casualties.
- e. Supervisor for the Group Navy Training Office.
- f. Monitor the deployment of all medical personnel and make recommendations to the CG to ensure their maximum utilization within 3d FSSG.
- g. Monitor the training of medical personnel and first aid training of Marines.
- h. Coordinate requests for medical personnel augmentation.

2. The Group Navy Personnel Officer (NPO) performs the general duties of a special staff officer under the staff cognizance of the Assistance Chief of Staff, G-1 (AC/S, G-1) with respect to Navy personnel and office management. The mission of the Group NPO is to coordinate all Navy personnel management systems and keep the AC/S, G-1 and the GruSurg advised of any situation that could reduce the medical support of 3d FSSG while being tasked to provide to III Marine Expeditionary Force (MEF). Responsibilities of the Group NPO include, but are not limited to:

- a. Advise the AC/S, G-1 about all matters pertaining to assignment of the Navy personnel within 3d FSSG.
- b. Provide statistical support to the AC/S, G-1 concerning current manning levels within 3d FSSG and projected gains and losses.

MED SOP

c. Continuously monitor staffing levels of 3d FSSG and coordinate discrepancies with the Bureau of Naval Personnel, Chief of Navy Personnel.

d. Advises the GruSurg on the status and training of all 3d FSSG Functional Area Code-U (FAC-U) and Medical Augmentation Program (MAP) personnel.

e. Prepare correspondence and directives relating to the administration and utilization of Navy personnel attached to 3d FSSG.

f. Verify the Enlisted Distribution and Verification Report (EDVR) and Officer Distribution Control Report (ODCR) to ensure personnel information is current and accurate.

3. The Senior Medical Officer (SMO) represents the GruSurg in all medical matters at the assigned 3d FSSG clinics, and advises the clinic commander/Officer in Charge (OIC) on all medical matters.

4. The Health Service Support Officer (HSSO) is a special staff officer under the cognizance of the Assistant Chief of Staff, G-3 (AC/S, G-3). The HSSO's responsibilities include, but are not limited to the following:

a. Coordinate operational medical and dental support requirements for those commanders of the 3d FSSG and units under the cognizance of III MEF and serve as Medical Staff Planner within G-3/HSSE Section.

b. Review medical support requirements of the operational plans and support logistics and combat service support annexes.

c. In conjunction with the GruSurg, and as necessary, the Commanding Officer (CO), 3d Medical Battalion (3d MedBn); CO, 3d Dental Battalion (3d DenBn); and the OIC, Medical Logistics Platoon (MedLog), 3d Materiel Readiness Battalion (3d MRB) shall develop medical/dental support commensurate with those operational planning needs that are beyond the organic capability of the Combat Service Support Elements (CSSE) of the MAGTF.

MED SOP

d. Serve as requirements coordinator for all medical/dental support demands in the Amphibious Objective Area (AOA) during operations and training exercises.

e. Review all medical/dental intelligence in support of all ongoing operational commitments.

f. Serve as blood program requirements coordinator for the MAGTF external to the 3d FSSG.

g. Review and advises on all medical/dental pre-positioned war reserve requirements for both peace time operational commitments and contingency planning.

h. Review and coordinate all medical evacuation plans in the AOA.

i. Coordinate with the Consolidated Preventive Medicine Unit (CPMU) for preventive medicine requirements within the AOA.

5. The CO, 3d Medical Battalion is responsible for the training of 3d MedBn. His responsibilities include, but are not limited to the following:

a. Provide task organized medical support units to fulfill approved operational requirements of the MAGTF.

b. Provide training programs for Hospital Corpsmen attached to 3d MedBn and as required, augment training of other units in the combat mission of 3d MedBn and its elements.

c. Provide medical training for Marines from other units of the III MEF

6. The OIC, Medical Logistics Platoon, 3d MRB, is responsible for the following:

a. Operation and administration of MedLog.

b. Procurement of all class VIII supplies and equipment for III MEF.

c. Technical control of class VIII supplies and equipment in 3d FSSG.

MED SOP

7. The Command Master Chief Petty Officer (CMC) will be appointed in writing by the CG. The CMC performs those functions normally performed by Master Chiefs at Navy Commands. They will function as the CG's principle Navy enlisted advisor in formulation and implementation of policies concerning morale, welfare, job satisfaction, discipline, utilization and training of Navy enlisted personnel. In the discharge of these duties, the CMC will report directly to the CG. Working within the internal chain of command as directed by the CG. The CMC is responsible for promoting the effectiveness of command policy in the following areas:

- a. Indoctrination and orientation of incoming personnel.
- b. Interdepartmental coordination and communications.
- c. Advise and assist the GruSurg in all matters pertaining to Navy enlisted personnel training.
- d. Navy Human Resource Management Program.
- e. The Enlisted Qualification Program.
- f. Command Sponsorship Program.
- g. Navy retention efforts within 3d FSSG.
- h. The CMC will perform all other specific duties as directed by the CG to include, but not limited to the following:
 - (1) Promote good order and discipline.
 - (2) Morale, welfare, and recreation.
 - (3) Command Ceremonies.

8. The Group Career Counselor will perform specific duties under the cognizance of the AC/S, G-1. General duties are as outlined below:

- a. Organize and monitor a vigorous and effective career counseling program and interview schedule.

b. Organize, train and support subordinate units career counseling efforts.

MED SOP

c. Report retention activities to the CG via the CMC on a monthly basis.

d. Inform the CG via the CMC on matters that impact with positive or negative results on the retention efforts and make appropriate recommendations.

e. Maintain command retention records.

f. Maintain those publications and materials necessary to sustain an effective career counseling program.

g. Coordinate with subordinate units for group/individual interviews.

h. Maintain a system to ensure that all navy personnel assigned to the 3d FSSG receive appropriate career counseling.

i. Maintain high visibility and liaison with all Navy personnel attached to the 3d FSSG.

9. The Group Medical Training Coordinator (GMTC) will perform specific duties under the cognizance of the GruSurg. The duties include, but are not limited to the following.

a. Monitor the professional and general military training of all Navy personnel assigned to the 3d FSSG.

b. Report training activities to the CG via the Group Surgeon on a monthly basis.

c. Formulate and maintain a library of medical lesson topic guides and ensure dissemination to all the medical units within 3d FSSG.

d. Maintain close liaison with all Navy Training Officers/Petty Officers attached to the 3d FSSG.

e. Provide medical support as required.

10. Medical readiness staff visits will be conducted by the Medical Administrative Assistance Team (MAAT). Medical

readiness visits will include an evaluation in the following areas:

MED SOP

- a. Medical Administration.
- b. Physical Readiness (OPNAV 6110.1F).
- c. Supply.
- d. Training.
- e. Medical Health records.
- f. Physical Examination.
- g. Preventive Medicine.

11. The annual Logistical Readiness Inspection (LRI) by the MAAT will reinforce readiness evaluations and provide additional guidance to unit medical representatives. Assist visits can be requested at any time by the unit's CO or Senior Medical Department representative (SMDR).

12. Presently, there are three Battalion Medical Assistance Teams (BMAT) within 3d FSSG. They are composed of six to ten Hospital Corpsmen and are assigned to 3rd Transportation Support Battalion (3d TSB), 3d MRB, and 9th Engineer Support Battalion (9th ESB). The SMDR is responsible for all functions of the BMAT. They will be responsible for all the assignment and utilization of Navy enlisted personnel and the "day-to-day" operation of the BMAT per this Manual and the provisions of current directives. They shall establish liaison with the CO and ensure accessibility in all matters regarding the health and welfare of the unit. In addition, the SMDR shall provide the GruSurg and the CO with a continuous update on all medical matters affecting the unit.

13. The CPMU is a joint service between 3d FSSG and the U. S. Naval Hospital (USNH), Okinawa, Japan. Chapter 5 of this Manual outlines the preventive medicine program within 3d FSSG.

14. The Functional Area Code-U (FAC-U) billets are medical

officers (MO) whose permanent assignments are to the 3d FSSG, but are assigned as additional duties performing "day-to-day" work at the U. S. Naval Hospitals in Yokosuka and Okinawa.

MED SOP

At a minimum, FAC-U officers shall be requested to perform two weeks annual training with this Command. Funding will be provided by the Naval Hospital at which the FAC-U officer is assigned. Upon completion of each training period, an after action report of the training conducted will be generated with a brief discussion of the problem areas and recommendations which will be submitted to the CG.

1004. MEDICAL SUPPORT AND THE COMMAND. Medical support reaches its maximum effectiveness only by adherence to the following principles:

1. Each CO is ultimately responsible for the health and welfare of their unit. Adequate medical resources are available to assist CO's in meeting this responsibility. When organic means are inadequate for the particular situation. Additional medical support shall be requested from the HSSO via the AC/S, G-3.
2. Medical support is planned to conform to tactical plans and policies of the commander. It is part of the operational plan and the administrative plan. This requires that staff medical officers and the SMDR's be continually informed of the intentions of the CO and actively participate in planning evolutions.

1005. MEDICAL ADVICE, ASSISTANCE, AND CONFERENCES

1. The GruSurg is available for advice concerning personnel and medical matters. The GruSurg will be kept informed of all matters relating to medical services. This availability neither relieves personnel for the responsibility of keeping their immediate seniors informed of all actions, nor of utilizing the chain of command on routine matters.
2. The GruSurg shall conduct regular meetings with the 3d FSSG MO's and the SMDR's to discuss issues and promulgate current information.

3. The GruSurg's office shall be immediately notified of all events, situations, or problems that may affect the medical readiness of a unit of this Command.

MED SOP

1006. OPERATION DETERMINED VIGILANCE

1. Operation Determined Vigilance (ODV) is a local program developed by the GruSurg that allows for proper tracking and management of required medical information.

2. Hosted on the GruSurg's Website, it is designed to provide the SMDR's the ability to report required medical information to the GruSurg without the use of excess paper, while at the same time, decreasing lost man hours due to being hand delivered from units distantly located away from the GruSurg's Office.

3. Another use for ODV is that it provides the CG, Chief of Staff (COS), GruSurg, battalion CO's, and SMDR's the opportunity to view "real time" medical readiness, QA/QI, Light/LIMDU, and training statistics. This drastically cuts down the GruSurg's directed workload on the SMDR's and individual units.